

Santa Cruz Adult Education Consortia Committee Meeting (AEBG) Minutes

Generated by Michelle Smith on Monday, June 13, 2016

Members present:

Nancy Bilicich – Director, PVUSD (Alternate)
Kris Munroe – Santa Cruz Adult City Schools
Todd – Livingstone – Assistant Director, WASC
Laurel Jones – Superintendent/President, Cabrillo College
Holly Chase – AEBG Program Director
Michael Watkins – SC Office of Education
Terrence Willett – Director of Planning, Research, and Knowledge Systems, Cabrillo College (Alternate)

Meeting called to order at 12:00 P.M.

Public Comments:

None

Approval of Agenda

Approved

Approval of Minutes for last meeting

Approved

Consortia Meeting time for 2016-2017 Fiscal Year

Action (Consent)

Time to Pick FY 2016-2017 Consortia Meeting Times & Dates

Steering committee selected dates - proposed time maintain current schedule 2nd Monday each month – 12:30 – 2:00 PM. Lunches provided. AGREED

Change for month of August, meeting on August 1st one-time meeting change time (S4

Summer Reporting: Problems and Solutions

(Action)

Fiscal Expenditures Progress Report due to state July 20 – Due to Fiscal Agent (Cabrillo College) July 22nd.

Block signatures can be used but need to be updated. Holly to follow up to verify use of block/personal signature for future documents.

AEBG 2015-2016 Student Data Collection due to the state from each entity August 1, 2016. Focus on **WIOA and Perkins**. Holly needs data *at least one week* prior or as soon as data available.

2016-2017 Year 2 Annual Plan due to State on August 15, 2016. WIOA due August 1st. Vote & Steering Committee will discuss at June 27th Meeting.

Recommendation – Laurel – **Dropbox** to collect information as it becomes available. This would allow access to information when people are out of office. Team Agreed.

Informational Items

- Last board meeting NORMS approved.
- **Reorg Santa Cruz Adult Ed Steering Committee 2016-2017**– all primaries and alternates received. Upcoming meeting SC Formalize steering committee and look at advisors; 2016-2017 Annual Plan.
- Recommendation: Holly to be trained on AEBG whiteboard in Watsonville.

- Laurel – communicating back to consortium – would like steering committee agenda prior to meetings emailed to board members
- Agenda for 27th Steering Committee meeting will be out this week (Holly)

- Budget amendments – Deadline June 15th to amend items. Holly in discussions on these with the entities.

- Agenda for meeting June 27th will be out this week.

- June 14 AEBG meeting is a 2 hour conference call regarding data and collecting for 2016-2017 Fiscal Year.

- **June 2016 AEBG Monthly Calendar of Events**
Holly is working with Kate Ramundo on AEBG calendar of events that goes into January. Holly to send out calendar to consortium meeting attendees.

- **2016 AEBG Annual Summit Meeting: Moving the Needle**
The meeting is moving from October to November 1st through 2nd. Holly and 2 reps to attend in budget; 4 total reps allowed to attend from each consortia (2 Watsonville and Holly – no budget for Santa Cruz and Cabrillo. Request (Laurel) to have a Cabrillo faculty member in attendance Todd agrees – to be further discussed at Steering Committee Meeting.

- **Weekly AEBG Webinars** – Holly attends and adds notes to the bulletin to update/inform team. Also there is a link to the site to hear audio of webinar.

- Comment - Laurel – would like to know other people's (states) plan to leverage goals and work with other funding plans. Look at other requests. Would like to know about Perkins, etc. for future planning.

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- **Delta Evaluation** – changes, comments and suggestions to improve meeting.
- What you like/recommend/adjustments/suggestions
- Likes getting early agenda – Chris
- Flexibility of meeting location – Chris
- Laurel likes action items up front in case people leave early.

Motion to Close
1:34 PM

